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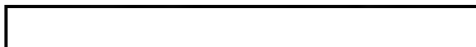
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10 February 1965

MEMORANDUM FOR: All TCOs within CIA

SUBJECT: 1. Establishment and Control of T-KH Billets  
2. Responsibility for Security of T-KH

REFERENCE:



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1. The attached memorandum enjoins the TCO/CIA to maintain strict control over the number of T-KH billets assigned to each component of the Agency. Your responses to the request contained in the reference did, in effect, establish ceilings for each component and a billet for each position requiring T-KH based on proper justification. It is requested that in accordance with the principal of control and in order not to delay clearances particular attention be given to two points:

a. Always use the established billet number in your requests as submitted on Form 2018a.

b. When new billets are needed, anticipate how many may be required and address to the TCO/CIA an explicit justification for the increase. This should be done well in advance of the need for clearances in order that DDCI approval may be procured.

2. The general observation of this office is that there is adequate TCO control in each Agency component. However, if in your estimation there is an insufficient number of assistant TCOs or other problems have been encountered in security and proper compartmentation, please let us know as soon as possible.

3. Paragraph 2 of the attached memorandum does not require any action on your part.



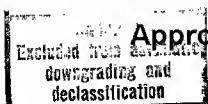
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Attachment  
D/S memo

Acting TCO/CIA



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1 February 1965  
(TCS-7902-65)

MEMORANDUM FOR: TALENT Control Officer, CIA

SUBJECT: Need for Increased Security Controls in  
T-KH and Related Systems

REFERENCE: Memorandum from the Director of Security  
to the Director of Central Intelligence  
dated 29 July 1964 [redacted] Subject  
as above

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1. The recommendations in the reference memorandum, prepared in coordination with the TCO/CIA, have been approved by the Director of Central Intelligence as they relate to the Agency. These recommendations are as follows:

1. "That the present number of T-KH billets be maintained and that significant increments in the number of billets be granted only with the concurrence of the CIA/TCO and with DDCI approval.

2. "That the TCO in each Agency component establish procedures to be followed by supervisors in his component to insure that personnel granted T-KH clearances are continually apprised of the importance of compartmentation and are permitted access to specific information only on a strict need to know basis. This is particularly applicable to support personnel or employees who possess clearances only for reasons of physical access to restricted areas.

3. "That a sufficient number of assistant TCO's be appointed within Agency components to ensure rigorous application of the need to know principle at the operational level."

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2. It is recognized that the current COMOR/Security Committee study to determine whether present T-KH controls can be relaxed will affect the above recommendations. It is requested therefore that this office be advised of actions taken to implement the above recommendations.

/S/

Howard J. Osborn  
Director of Security

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Approved For Release 2005/06/09 : CIA-RDP92B01090R002300020171-2

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